



# CITY OF HOUSTON

## Job Posting

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1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>INSPECTOR</div></div>
3	<div><div>Posting Number</div><div>PN# 104491</div></div>
4	<div><div>Department</div><div>Department of Public Works &amp; Engineering</div></div>
5	<div><div>Division</div><div>Public Utilities Division</div></div>
6	<div><div>Section</div><div>Utility Maintenance Branch</div></div>
7	<div><div>Reporting Location</div><div>611 Walker*</div></div>
8	<div><div>Workdays &amp; Hours</div><div>Rotating Days &amp; Shifts*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Prepares, conducts and reviews various types of inspections (i.e. tunnels, manholes, shaft sites, new construction, etc.) for compliance with specifications. Meets with general public, contractors, technical professionals and businesses to respond to inquiries and technical problems. Performs record keeping activities to maintain filing systems, reports and documentation. Researches and evaluates plans, specifications and drawings. Prepares and submits various technical reports. Arranges transportation to and from work sites.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position routinely requires lifting moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Two (2) years experience related to the area of inspection to be performed. Depending on the area of specialty, position may require the years of experience listed above to be journey level, received after completion of apprenticeship program. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Preference will be given to applicants with experience in fire hydrant installation, strong knowledge of the City of Houston Standard Construction Specifications for Wastewater Collection Systems, Waterlines and Street Paving. Preference will also be given to applicants with a Collection III or Distribution B License; experience in Microsoft Applications (i.e. Word, Excel, Access and Outlook). Knowledgeable in Infrastructure Management System (IMS) or a work order tracking system application. Must have experience in water and sewer rehabilitation projects.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:</div><div>Salary Range - Pay Grade 18</div><div>\$ 1,042 - \$ 1,417. Biweekly \$ 27.092 - \$ 36,842 Annually</div></div>
18	<div><div>OPENING DATE</div><div>May 11, 2005</div></div>
19	<div><div>CLOSING DATE</div><div>May 24, 2005</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) telephone number (713) 837-9496.</div></div>